

# eVOUCHER: ATTORNEY

## HOME PAGE

### CUSTOMIZE HOME PAGE

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

#### *Expanding/Collapsing Folders*

Click the **plus sign** to expand a folder. Click the **minus sign** to collapse a folder.

#### *Moving Folders*

Place your mouse pointer on the top edge of the folder you wish to relocate. A **crosshair** icon will appear. Drag the folder to the new location and release the mouse.

#### *Sorting*

Click the column heading (e.g., **Case, Description, Type**) to sort in either ascending or descending order.

#### *Resizing Columns*

1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a **double arrow** appears.
2. Drag the line in the desired direction to enlarge or reduce the column size. **Note:** The folder size does not increase; therefore, some columns may move off the screen.

#### **Grouping by Column Heading**

3. You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the Group Header bar may be sorted in this manner.
4. Click the header for the column you wish to group.
5. Hold the cursor and drag the header to the **Group by: Header** bar.
6. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

***Revision History***

Date	Description
12/15	Original Version